

Clear Adverse Weather Leave

QUICK REFERENCE GUIDE

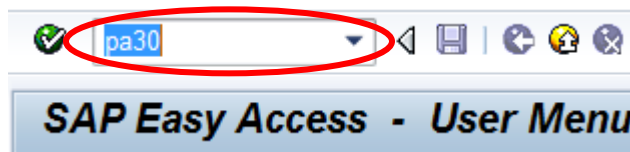
Use this procedure to manually clear an outstanding adverse weather leave balance that needs to be reallocated to comp, annual or leave without pay before the 123 day expiration.

PA30

Perform this procedure when adverse weather leave needs to be reallocated to comp, annual or leave without pay before the 123 day expiration because the employee is transferring, terminating or request the leave be allocated.

Prerequisites:

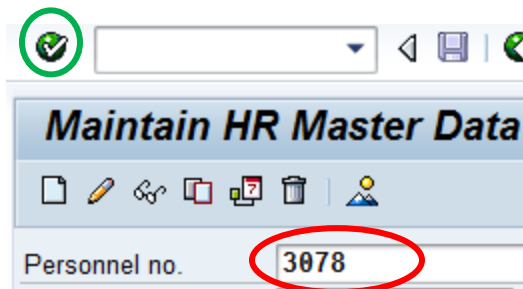
- Employee is active in KHRIS
- You must have access to the employee
- Employee must have an outstanding Adverse Weather Leave balance (WLAD).



Enter the Transaction code (**PA30**) in the command field



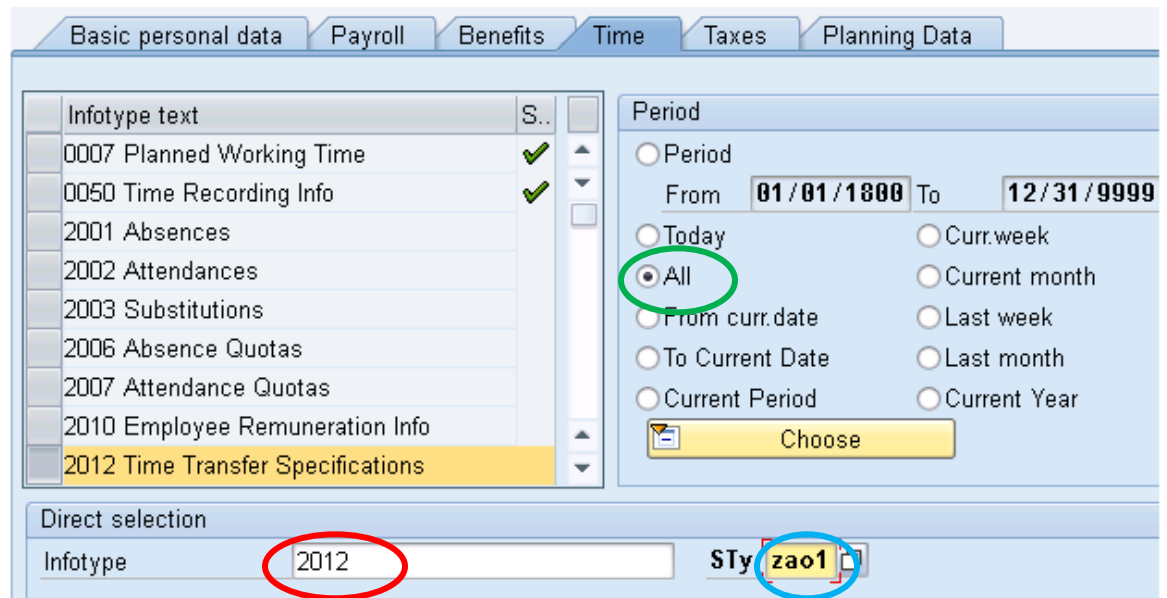
Click the **green check**



Maintain HR Master Data

Personnel no. **3078**

Enter the **PERNR** in the “Personnel no.” field, then click the **green check** button and verify that the employee data is correct



Basic personal data Payroll Benefits **Time** Taxes Planning Data

Infotype text S..

0007 Planned Working Time ✓

0050 Time Recording Info ✓

2001 Absences

2002 Attendances

2003 Substitutions

2006 Absence Quotas

2007 Attendance Quotas

2010 Employee Remuneration Info

2012 Time Transfer Specifications

Period

From **01/01/1800** To **12/31/9999**

☐ Today ☐ Curr.week

☒ **All** ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

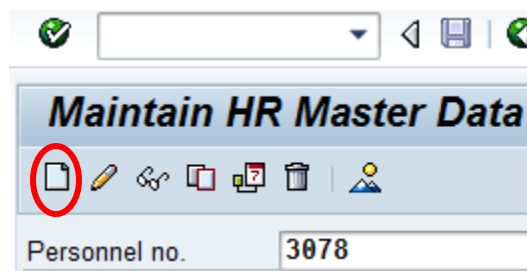
Direct selection

Infotype **2012** STy **zao1**

Enter **2012** in the Infotype field in the “Time” tab

Select the “**All**” radio button in the “Period” selection

In the “STy” field enter **ZA01**



Maintain HR Master Data

Personnel no. **3078**

Click the **Create** button at the top of the screen

Start	03/15/2014	To	3/15/2014
Time transfer specification			
Time transfer type	ZA01	Clear Adverse Weather	
Number of hours	1	Hours	

Enter the **date** in the “Start” and “To” fields. The date should be prior to the employee leaving the agency or enter date the employee requested.

Enter **1** in the Number of hours (The number does not represent the number of Adverse Weather Leave hours but is only a trigger to begin the process to allocate the hours)

Copy 0007 Planned Working Time

☒

Copy 0007 Planned Working Time

Click the **save** button

Review the overview screen to ensure there are no gaps in the dates